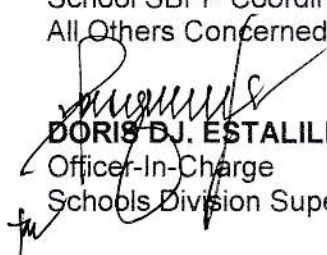


MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
 OIC – Chief, School Governance and Operations Division
 Chief – Curriculum Implementation Division
 Finance Unit
 Division School – Based Feeding Program Coordinator
 Schools Heads
 School SBFP Coordinators
 All Others Concerned

FROM : 
DORIS D.J. ESTALILLA, Ed. D.
 Officer-In-Charge
 Schools Division Superintendent

SUBJECT : **SCHOOL-BASED FEEDING PROGRAM BUDGET AND LIQUIDATION CONCERNS**
SCHOOL MONITORING, EVALUATION, AND ADJUSTMENT

DATE : July 24, 2018

1. The Division Office announces this urgent meeting for School-Based Feeding Program SY. 2018 – 2019 Concerns and School Monitoring and Evaluation. The assembly will be held on Thursday, July 26, 2018, 8:30AM – 12:00NN at the Gabaldon Hall, Cabuyao Central School, Cabuyao City, Laguna.
2. This meeting aims to:
 - a. discuss the SBFP liquidation requirements and other usual errors & omissions in forms as well as its attachments.
 - b. explain the difference in increase of budget and increase in beneficiaries in annual preparation of SBFP budget and reiterate the DepEd Orders governing such program.
 - c. announce matters and concerns with regard to school monitoring and evaluation.
3. Expenses shall be charged against Division MOOE and travel expenses of School Heads and SBFP Coordinators shall be charged against school funds subject to the usual existing accounting and auditing rules and regulations.
4. Immediate dissemination and strict compliance of this Memorandum is earnestly anticipated.